



STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
Occupational and Professional Licensing Division  
165 Capitol Avenue - Room 110 - Hartford, CT 06106  
**OFFICE HOURS: 8:30 A.M. – 4:00 P.M.**

## RECIPROCAL APPLICANTS

These Instructions are for Applicants licensed in a State in which there exists a Reciprocal Agreement with Connecticut. You may apply for a Connecticut real estate license based on the following criteria:

- ✓ Applicant must have passed a **written examination** in the Reciprocal State at the time of obtaining his/her license;
- ✓ Applicant must have an **active license in good standing** within the Reciprocal State.
- ✓ Salespersons & NY Broker Associates must be **sponsored by a broker** within the Reciprocal State at the time of application.
- ✓ **Sponsoring Broker must have an “Active” Connecticut license** – if Sponsoring Broker has a corporation or a limited liability company, Connecticut law requires a broker license in the name of that legal entity.

NOTE: IF YOU DID NOT TAKE AN EXAM IN A RECIPROCAL STATE, select one of the following from our website:

- If you have completed real estate course(s) in another State: Select [Applicants with Out-Of-State Courses](#).
- All Attorney applicants: Select [Instructions for Attorney Applicants](#).

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**ALL LEGAL ENTITIES MUST OBTAIN A BROKER LICENSE IN THE NAME OF THAT LEGAL ENTITY. Select “Legal Entity Application” from our website if you have a corporation, limited liability company or partnership.**

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1. ☐ NOTE: If you are applying with reciprocal qualifications from **Colorado, Illinois, Indiana, or Ohio, you will be required to pass the State (law) portion of Connecticut’s licensing exam** (pursuant to the terms of those Reciprocal Agreements).
2. ☐ READ THE CONNECTICUT REAL ESTATE LICENSING LAWS & REGULATIONS  
[www.dcp.state.ct.us/licensing/realestate.htm](http://www.dcp.state.ct.us/licensing/realestate.htm) - download copy from website
3. ☐ BROKER APPLICANTS: Complete Application for Individuals – Sections I, V, VI
4. ☐ NY BROKER ASSOCIATE APPLICANTS: Complete Application for Individuals – Sections I, IV, V, VI
5. ☐ SALESPERSON APPLICANTS: Complete Application for Individuals – Sections I, IV, V, VI

Incomplete applications will delay the processing of your application

6. ☐ ALL APPLICANTS: Obtain a [Certification of License History](#) from your State licensing authority wherein you passed the licensing examination. copy of license is NOT acceptable
  7. ☐ ALL APPLICANTS: Obtain **Certifications of License History** [from each State](#) in which you have or had a real estate license.
  8. ☐ ALL APPLICANTS: ATTACH APPLICATION FEE: Salesperson - **\$40.00** Broker - **\$60.00**  
application fees are non-refundable  
Check Payable to: “Treasurer, State of Connecticut”
  9. ☐ ALL APPLICANTS: INITIAL LICENSE FEES: See [Pro-Rated Fee Schedule](#)
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**PROCESSING INFORMATION:** Processing time is approximately 6 weeks.

**Broker Licenses Expire March 31<sup>st</sup> – Salesperson Licenses Expire May 31<sup>st</sup>**



### LIST OF RECIPROCAL STATES

ALABAMA	Alabama Real Estate Commission 1201 Carmichael Way – Montgomery, AL 36106-4350 Telephone: (334) 242-5544	
COLORADO	Colorado Department of Regulatory Agencies Division of Real Estate 1900 Grant Street – Suite 600 – Denver, CO 80203 Telephone: (303) 894-2166	LIMITED RECIPROCITY Colorado and Connecticut LICENSING LAW EXAM REQUIRED
GEORGIA	Georgia Real Estate Commission 229 Peachtree Street, NE International Tower – Suite 1000 Atlanta, GA 30303-1605 Telephone: (404) 656-3916	
ILLINOIS	Illinois Office of Banks and Real Estate 310 South Michigan Avenue – Suite 2130 Chicago, Illinois 60604-4278 Telephone: (312) 793-8704	LIMITED RECIPROCITY Illinois and Connecticut LICENSING LAW EXAM REQUIRED
INDIANA	Indiana Professional Licensing Agency 301 W. Washington Street – Room EO34 Indianapolis, IN 46204 Telephone: (317) 232-2980	LIMITED RECIPROCITY Indiana and Connecticut LICENSING LAW EXAM REQUIRED
MASSACHUSETTS	Massachusetts Real Estate Board 239 Causeway – Suite 500 - Boston, MA 02114 Telephone: (617) 727-2373	
MISSISSIPPI	Mississippi Real Estate Commission P O Box 12685 - Jackson, MS 39236-2685 Telephone: (601) 932-9191	
NEBRASKA	Nebraska Real Estate Commission P O Box 12685 - Lincoln, NE 68509-4667 Telephone: (402) 471-2004	
NEW YORK	New York Department of State Division of licensing Services 84 Holland Avenue - Albany, NY 12208-3490 Telephone: (518) 473-2728	
NORTH CAROLINA	North Carolina Real Estate Commission P O Box 17100 - Raleigh, NC 27619-7100 Telephone: (919) 875-3700	
OHIO	Ohio Division of Real Estate & Professional Licensing 77 South High Street - 20 <sup>th</sup> Floor Columbus, OH 43266-6133 Telephone: (614) 466-4100	LIMITED RECIPROCITY Ohio and Connecticut LICENSING LAW EXAM REQUIRED
OKLAHOMA	Oklahoma Real Estate Commission 4040 North Lincoln Blvd - Suite 100 Oklahoma City, OK 73105 Telephone: (405) 521-3387	
RHODE ISLAND	Rhode Island Department of Business Regulation 233 Richmond Street - Suite 230 Providence, RI 02903 Telephone: (401) 222-2255	
TENNESSEE	Tennessee Real Estate Commission 500 James Robertson Parkway, Nashville, TN Telephone: (615) 741-2273	



## PRO-RATED FEE SCHEDULE FOR INITIAL LICENSE

### REAL ESTATE SALESPERSON - License Expiration Date – May 31st

#### IF PAYMENT IS MADE BETWEEN:

6/1 - 8/31 .....\$225.00 + \$20.00 (Guaranty Fund) = \$245.00

9/1 - 11/30 .....\$168.75 + \$20.00 (Guaranty Fund) = \$188.75

12/1 - 2/29 .....\$112.50 + \$20.00 (Guaranty Fund) = \$132.50

3/1 - 3/31 .....\$56.25 + \$20.00 (Guaranty Fund) = \$76.25

If submitting payment between 4/1 and 5/31, include the Renewal Fee payment to avoid a delay in processing your active license.

4/1 – 5/31 .....\$56.25 + \$20.00 (Guaranty Fund) = \$76.25 + Renewal Fee

+ Renewal Fee on even years \$233.00 = \$309.25

or

+ Renewal Fee on odd years \$225.00 = \$301.25

### REAL ESTATE BROKER - License Expiration Date - March 31st

#### IF PAYMENT IS MADE BETWEEN:

*\*If never licensed in Connecticut add Guaranty Fund Fee*

4/1 - 6/30 .....\$450.00

\*+ \$20 Guaranty Fund Fee = \$470.00

7/1 - 9/30 .....\$337.50

\*+ \$20 Guaranty Fund Fee = \$357.50

10/1 - 12/31 .....\$225.00

\*+ \$20 Guaranty Fund Fee = \$245.00

1/1 - 1/31 .....\$112.50

\*+ \$20 Guaranty Fund Fee = \$132.50

If submitting payment between 2/1 and 3/31, include the Renewal Fee payment to avoid a delay in processing your active license.

2/1 – 3/31 .....\$112.50

\*+ \$20 Guaranty Fund Fee = \$132.50 + Renewal Fee

+ Renewal Fee on even years \$308.00 = \$440.50

or

+ Renewal Fee on odd years \$300.00 = \$432.50

➤ NOTE: All first time Connecticut Real Estate Licensees pay a \$20.00 ONE TIME contribution to the Real Estate Guaranty Fund. If paid when originally licensed as a salesperson, it is NOT paid again when moving up from salesperson to broker. HOWEVER, if you are obtaining a broker license in the name of a Corporation, Limited Liability Company, etc, the \$20.00 fee is required. There are no provisions for prorating application or guaranty fund fees.



## APPLICATION FOR INDIVIDUALS

For Official Use Only

- A. Salesperson Applicants with Connecticut courses complete SECTIONS I, II, VI & (SECTION V for non-residents)  
B. Broker applicants with Connecticut courses complete SECTIONS I, III, VI & (SECTION V for non-residents)  
C. Salespersons Reinstating if over two (2) years after expiration of license complete SECTIONS I, II, IV, VI.  
D. Brokers Reinstating if over two (2) years after expiration of license complete SECTIONS I, III, VI.  
E. Reciprocal Applicants complete SECTIONS I, IV, V & VI.  
F. All Other Applicants (Salespersons complete SECTIONS I, II, IV, V, VI) (Brokers complete SECTIONS I, III, IV, V, VI)

### SECTION I (Type or Print your Answers)

USE "X" TO ANSWER:

- ☐ SALESPERSON      ☐ BROKER  
Application Fee - \$40.00      Application Fee - \$60.00  
check payable to "Treasurer, State of Connecticut"

USE "X" TO ANSWER:

- ☐ First License      ☐ Reinstatement      ☐ Reinstatement & Transfer      ☐ Transfer (\$25 Fee)  
☐ Non-Resident      ☐ Reciprocal      ☐ Moved To Connecticut      ☐ Attorney  
☐ Name Change (salesperson - sections I, IV, & VI) (broker - sections I & VI)

1. NAME OF APPLICANT \_\_\_\_\_  
First Middle Last

2. RESIDENCE ADDRESS \_\_\_\_\_  
Street City/State Zip Code

3. BUSINESS ADDRESS \_\_\_\_\_  
Street City/State Zip Code

4. TELEPHONE: RESIDENCE \_\_\_\_\_ BUSINESS \_\_\_\_\_ CELL \_\_\_\_\_  
Residence FAX # \_\_\_\_\_ Business FAX # \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

5. HAVE YOU EVER CHANGED YOUR NAME? ☐ YES ☐ NO IF YES, GIVE NAME(S): \_\_\_\_\_

6. DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

7. Has any complaint been filed against you with any licensing authority of Connecticut or any other State or the District of Columbia?  
If yes, give details \_\_\_\_\_ 7. ☐ YES ☐ NO

8. Have you ever been convicted of a felony crime OR a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? If yes, please attach a statement providing the date(s) of conviction(s), the court(s) where the cases were decided and a description of the circumstances relating to each conviction(s). 8. ☐ YES ☐ NO

9. Have you ever held or do you currently hold a real estate license in Connecticut or any other State or District of Columbia? 9. ☐ YES ☐ NO  
If yes, give name of State(s) \_\_\_\_\_ Type of License \_\_\_\_\_  
Dates held \_\_\_\_\_ License# \_\_\_\_\_  
Attach "Certification of License History" (originals) from each State in which you have or had a real estate license. Copy of license is not acceptable.

10. Have you ever been refused a real estate license in Connecticut or any other State or District of Columbia? 10. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State \_\_\_\_\_ Details \_\_\_\_\_

11. Have you ever had a real estate license revoked or suspended in CT or any other State or District of Columbia? 11. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State(s) \_\_\_\_\_  
Details \_\_\_\_\_

12. Have you read the Connecticut Real Estate Licensing Laws and Regulations? 12. ☐ YES ☐ NO

13. Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? 13. ☐ YES ☐ NO

### SECTION II - SALESPERSON EDUCATIONAL REQUIREMENT

#### Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES 60 hours (Attach Grade Letter) \_\_\_\_\_ YES \_\_\_\_\_ NO school code \_\_\_\_\_  
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first course was completed no earlier than 10/1994.  
Please include the ORIGINAL grade letter(s) (no photocopies) for each course completed.  
Grade Letters must contain: (a) School Name, (b) School Code, (c) Hours Completed, (d) Grade Received, (e) Signature of School Official

### SECTION III - BROKER EDUCATIONAL REQUIREMENTS

#### Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES **60 hours** (Attach Grade Letter) \_\_\_\_YES \_\_\_\_NO school code\_\_\_\_\_
- Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first course was completed no earlier than 10/1994.
- II. APPRAISAL I **30 hours** (Attach Grade Letter) \_\_\_\_YES \_\_\_\_NO school code\_\_\_\_\_
- III. RELATED SUBJECT IN REAL ESTATE **30 hours** (Attach Grade Letter) \_\_\_\_YES \_\_\_\_NO school code\_\_\_\_\_
- IV. LICENSED AS SALESPERSON AT LEAST 2 YEARS \_\_\_\_YES \_\_\_\_NO

Please include the ORIGINAL grade letters (no photocopies) for all courses completed.  
Grade Letters must contain: (a) School Name, (b) School Code, (c) Hours Completed, (d) Grade Received, and (e) Signature of School Official

### SECTION IV

#### SALESPERSON'S SPONSORING BROKER MUST COMPLETE THIS SECTION

- ✓ Not Required Prior to Taking State Licensing Examination

SALESPERSON NOTE: If you are Reinstating your license & have changed your sponsoring broker from what Consumer Protection has on their records, a Transfer Fee of \$25.00 is required.

NAME OF BROKER\_\_\_\_\_

BROKER'S LICENSE #\_\_\_\_\_

LEGAL NAME OF COMPANY\_\_\_\_\_

TRADE NAME OF COMPANY  
(IF APPLICABLE)\_\_\_\_\_

BROKER'S ADDRESS\_\_\_\_\_

SIGNATURE OF BROKER\_\_\_\_\_

DATE OF SIGNATURE\_\_\_\_\_

### SECTION V - ALL NON-RESIDENTS

#### CONSENT FOR SERVICE OF PROCESS FOR INDIVIDUALS

KNOW ALL MEN BY THESE PRESENTS:  
THAT THE UNDERSIGNED\_\_\_\_\_

COUNTY OF\_\_\_\_\_ STATE OF\_\_\_\_\_ Being an applicant for a license as a Real Estate Broker or Real Estate Salesperson under the provisions of Chapter 392 of the Connecticut General Statutes and subsequent amendments thereto, does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT\_\_\_\_\_ ON THE\_\_\_\_\_ DAY OF\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

### SECTION VI - ALL APPLICANTS - NOTARY REQUIRED

I, being duly sworn according to law, hereby affirm that the answers given above are true to the best of my knowledge and belief, and that this application is made for the sole purpose of obtaining a Real Estate Broker/Salesperson License.

STATE\_\_\_\_\_ CITY OR TOWN\_\_\_\_\_ COUNTY OF\_\_\_\_\_

DATE\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS\_\_\_\_\_ DAY OF\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Applicant